

Emergency Action Guide

Emergency Contacts

- Dial x7911 for LBNL on site emergencies - Stay on the Line
- LBNL 24/7 Emergency Notification/Contact Team, 486-6999

Look for Berkeley Lab's EMERGENCY RESPONSE GUIDE (the red flip chart) in your area

Building Emergency Teams (BET) are trained to respond to an emergency, operate fire extinguishers and provide first aid, CPR and evacuation assistance

Fire

- Alert people and activate fire alarm
- Call x7911
- Evacuate building (do not use elevators)
- Notify building manager, BET members, and supervisor

Earthquake

- Drop, Cover and Hold
- DO NOT RUSH OUTSIDE, collect personal items
- Go to assembly area when safe to exit
- Notify BET or supervisor before leaving the area

Personal Injury

- Follow instructions in the EMERGENCY RESPONSE GUIDE
- Report ALL Injuries to Health Services at x6266
- Report incident to supervisor

Hazardous Material Spills

- Follow instructions in the EMERGENCY RESPONSE GUIDE

See the EMERGENCY RESPONSE GUIDE for further information!

- List names and contact info for the building manager and BET for your building (www.lbl.gov, A-Z index under "B") on the red flip chart

EHS Training

Job Hazard Analysis (JHA)

(www.lbl.gov, A-Z index under "J")

- All employees must take JHA and complete required training
- Employees must update JHA annually
- Employees must update JHA when work activities change

Employees working in labs must be supervised until training is completed

Ergonomics

Go to www.lbl.gov, A-Z index under "E" for ergo info on:

- Online workspace assessment (and annual refresher) for all employees working on a computer for more than 4 hrs/day.
- Notify supervisor at the earliest signs of discomfort.
- Resources for good ergonomic practices/equipment

For a complete description of these and all other policies, please refer to the ESD EHS Website at <http://esd.lbl.gov/resources/health&safety/> or contact Vivi Fissekidou, ESD Safety Coordinator at 510/486-5610 or VAFissekidou@lbl.gov

Chemical Hygiene & Safety (www.lbl.gov, A-Z index, under "C")

Chemical Hygiene

- No eating or drinking in labs
- Read MSDS before using chemical (www.lbl.gov, A-Z index under "M")
- Use appropriate Personal Protective Equipment (PPE) (i.e. closed-toe shoes, safety glasses, long pant, lab coat)
- Use gloves suitable for chemical and task (<http://www.lbl.gov/ehs/chsp/html/materials.shtml#PPE>)

Chemical Management

- Label all containers with chemical, owner, date and hazard
- Use Chemical Management System (CMS) (<https://cms.lbl.gov/jsp/login.jsp>) and [barcodes](#) for all purchased chemicals

Waste Disposal

- Dispose of all hazardous waste in Satellite Accumulation Area (SAA)
- Notify ESD Safety Coordinator to start or to dismantle an SAA
- Take EHS Hazardous Waste Generator training before using SAA
- Requisition waste pick-up [every six months](#) and when container is full (www.lbl.gov, A-Z index under "H")

Labspace Lead PI (LLPI)

- One LLPI for each ESD lab space resolves safety issues
- Meet with LLPI before working in a lab
- Discuss new work with LLPI

Off Site Field Work

Before travel to field site:

- PI prepares an Off-site Safety and Environmental Protection Plan (OSSEPP) (<http://esd.lbl.gov/resources/health&safety/ossepp.html>)
- OSSEPP is read and signed by all participants in field work, filed in division office and copy is taken to field
- OSSEPP is revised for changes in scope-of-work, hazards and/or personnel and reviewed annually

Important Resources/Contacts

- ESD Safety Coordinator: Vivi Fissekidou, x5610 VAFissekidou@lbl.gov
- ESD's ESH website: <http://esd.lbl.gov/resources/health&safety/>
- ESD EHS Liaison: Tim Roberts, x2709, 510-409-4157 TRoberts@lbl.gov
- Waste Management: Howard Hansen, x5867 HLHansen@lbl.gov
- ESD EHS Health & Safety Rep.: Joy Fleming, x5406 JEFleming@lbl.gov
- EHS Division Subject Matter Contacts: http://www.lbl.gov/ehs/html/subject_matter.shtml
- EHS Division: www.lbl.gov/ehs/refs/safety_concern.shtml or SafetyConcerns@lbl.gov or 510-486-5514
- PUB-3000, Berkeley Lab's Health and Safety Manual: www.lbl.gov/ehs/pub3000/

Employee Concerns www.lbl.gov/workplace/RIIO/ec/index.html

- Safety Concerns: www.lbl.gov/ehs/refs/safety_concern.shtml 510-486-5514
- LBNL Internal Audit Services: 510-486-4472
- LBNL Ombudsman: 510-642-7823
- LBNL Hotline: 1-800-403-4744 www.universityofcalifornia.edu/hotline
- CA Whistleblower Hotline: 1-800-952-5665
- DOE Employee Concerns Program Hotline: 1-800-541-1625
- DOE OIG Email: ighotline@hq.doe.gov
- Local DOE OIG Office: 925-423-5060

Employees have the right - and the responsibility - to identify and report concerns about improper governmental activities and environment, health and safety concerns without fear of reprisal. Employees are encouraged to discuss concerns with their supervisor, or any level of management. In all cases, employees have the right to a respectful, prompt and effective response to their concerns. **24 hour anonymous LBNL hotline number 800-403-4744**